



BEFORE/AFTER CARE TEACHER- JOB DESCRIPTION

Job Type: Part Time Non-Exempt (hourly)

Reports to: Director

POSITION SUMMARY:

Before/After Care Teacher will be responsible for supervising children in the before care and after care program. A successful candidate will provide a safe, caring, and enriching environment for children aged 3 – 5 years of age in accordance with the center's philosophy and curriculum objectives and shall exhibit and represent behaviors consistent with the expectations and values of the Christian sponsor, Transformation Life Church.

QUALIFICATIONS:

- Must be at least 18 years of age and meet the requirements of the NJ Department of Children and Families Office of Licensing.
- Must be able to espouse the Christian values and beliefs of Transformation Life Church by leading a Christ-Centered Life and being a faithful member of a Christian church community.
- Able to provide a written statement from a Christian pastor confirming the candidate's membership at the church.
- Must have a warm and friendly personality, be able to relate well to children, and have a sincere desire to make a meaningful impact on their lives according to the Biblical principle that each child is uniquely gifted and loved by God.
- Experience teaching and working with children in a group setting.
- Exhibit patience and a genuine nurturing, caring, calm and positive attitude toward children.
- Coursework in early childhood education or child development is preferred but not required.
- High School diploma or equivalent preferred.
- Strong verbal communication skills along with a flexible, proactive, and positive attitude.
- Ability to interact in effective and constructive ways with variety of individuals from diverse backgrounds including staff members, parents, and children.
- Able to provide two written or verbal references from former employer or other persons who have knowledge of applicant's work experience or education and who can attest to the applicant's suitability to work with children.
- Able to work flexible schedule to meet program staffing/planning needs.
- Current First Aid and CPR Certificates a plus.

Skills: Strong time management skills - punctuality a must; good verbal communication skills; First Aid and CPR Certificates including the use of Epi-pens a plus.

RESPONSIBILITIES

- Maintain a safe, clean, healthy, organized, optimal learning classroom environment.
- Create fun, nurturing and interactive experience for the children. Treat children with dignity and respect.
- Always supervise children to ensure their safety, health, and well-being.
- Maintain discipline according to the Center's Positive Guidance and Discipline Policy.

- Protect children from physical punishment or verbal abuse by anyone present in the center and immediately report such incidents to the supervisor.
- Establish and maintain positive, supportive, and respectful relationships with parents, children, and staff.
- Always maintain professional attitude and loyalty to the Center.
- Strive to meet or exceed goals and pursue self-development that enhances job performance.
- Must maintain a high-level confidentiality.
- Adhere to dismissal procedures at the end of after care, ensuring that each child leaves with the appropriate adult.
- Perform general housekeeping tasks before or end of each day and any additional program duties as assigned by the Director according to the Center's needs.
- Participates in recommended training programs, conferences, courses, staff meetings and Center functions.
- Strictly adhere to center's policies and New Jersey State licensing regulations.
- Maintain reports and records as required by the Office of Licensing and the center.

OTHER REQUIREMENTS:

- Able to lift 35lbs (lifting children or equipment) as needed.

Upon hire but prior to starting work at the center:

(Applicable to employees working more than 10 hours per week)

- Must submit a written statement from a health care provider, stating that he/she had a medical examination within the preceding 6 months and that he/she is in good health and poses no health risk to persons at the center.
- Pass a Mantoux TB skin test and submit a written documentation of the results of the test.

Upon hire:

- Finger printing clearance (CHRI) and Child Abuse (CARI) clearance as required by NJ Licensing.
- Have First Aid and CPR certificates within 90 days of hire.